1. Click on the Add a New Value tab if a run control does not exist for this report.

2. Enter the desired name of your run control (Eg. Award_Prj_Summary_Rpt_tf).

3. Click the Add button.
4. Enter the desired information into the **As of Date** field. The calendar icon may also be used to select the desired date.

5. The report can be run by either project or award. Select the award radio button to run the report by award. If running by award, the Project GCA (Grant Contract Administrator) field should be blank.

6. To run by PI awards/projects, fill in the **PI** field, or use the lookup to find the PI’s EmplID
7. Enter the desired information, or use the lookup, in the **Sponsor** field if you would like to pull awards under a specific sponsor.

8. Other options may be selected as well to more narrowly define the report results.

9. A college/department may also be selected. **If running for a large college/department, it is suggested that the report be scheduled outside of normal business hours.**

When the **College** field is used, the departments that report to that college, are shown.
10. To run for specific departments: Click the Y dropdown list item. Either enter the department number or use the lookup.

11. Once you have entered the desired search criteria, click **Run**.

12. If the desired output is other than a pdf, click on the **Grants Award or Prj Sum Report** hyperlink to choose the desired type of output for the NDUGM002 process (XLS for Excel), click **OK** in this window. Then click **OK** again to start the process.

13. Click the **Process Monitor** hyperlink.

14. Click the Refresh button until the NDU002GM process statuses are **Success** and **Posted**.
15. Click the **NDU002GM** hyperlink.

16. Click the **NDUGM002 Success** hyperlink.

17. Click the **View Log/Trace** hyperlink.
18. The report link may appear with a different extension depending on the output format selected. The second link in this window will be your report file. Click on the hyperlink to open the file.

Example of the pdf report output: